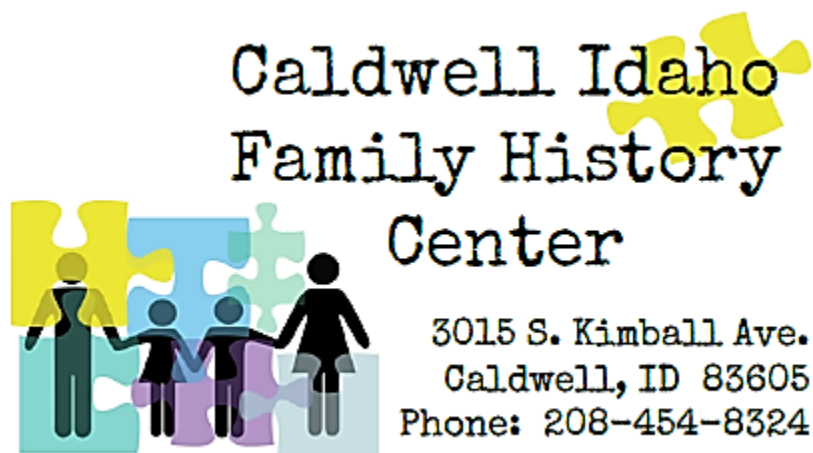


FAMILY TREE QUICK-START GUIDE

My User Name: _____

My Password: _____



OPEN TO THE PUBLIC

[https://www.familysearch.org/wiki/en/
Caldwell_Idaho_Family_History_Center](https://www.familysearch.org/wiki/en/Caldwell_Idaho_Family_History_Center)

EXPLORING YOUR FAMILY TREE

With an appropriate user account name and password, you are ready to sign in at *FamilySearch.org* and explore your Family Tree. If you forget your user name or password, Family Search will help you find them. Follow the online prompts or call Family Search toll-free at 866-406-1830.

Once you are signed in, select the "Family Tree" tab to view your direct-line ancestors. You can view them in either a landscape, portrait, fan chart or descendancy view by clicking on the tab in the upper left of the viewing screen. You can easily go from the family tree to an ancestor's personal page by clicking on their name in the tree and then selecting "Person" at the bottom of their summary card. The summary card will also show you whether ordinances are complete or not for that person (if all are in gray they are complete). Also, colored icons at the right of some names will give hints about the status of ordinance work or completeness of the vital data (click "Options" tab at the upper right corner of the active screen for explanation of the various icons).

If names or dates are missing or incorrect, refer to Family Search's "Getting Started page (Click "Help" then "Getting Started" tab). If you are a fairly new user of FamilySearch you may want to use the "QuickStart" option (Click on "Family Tree" tab, then "Person"). From YOUR personal "Details" page, scroll down and find "Tools" on the right side of the page, then select "Quick Start." The Quick Start option allows you to enter or correct data for each ancestor in an easy understandable format.

You can often find and add deceased ancestors directly from Family Search. You should first have the ancestor's full name, birth date and spouse's name to help you find the right person in the FamilySearch database. Linking to deceased people on file will often link their family tree to yours.

If your ancestors aren't in FamilySearch's database, you can use Ancestry.com or one of the other online partner programs (free of charge at the Caldwell Family History Center) to look for them. If you are a member of the Church of Jesus Christ of Latter-day Saints, you can join these partner sites free and use them on your personal home computer.

Record your family history information on pedigree charts, family group records, or on your personal computer, using a genealogical program, then add or update that information to your Family Tree on *FamilySearch.org*.

Three free software programs are available online: Ancestral Quest (www.ancquest.com), Legacy Family Tree (www.legacyfamilytree.com) or Roots Magic (www.rootsmagic.com). All three programs work with Family Search and are installed on computers at the Caldwell Family Search center. **Be sure to back up family history files stored on your PC to a personal flash drive as often as you update them.**


Digital photos JPEG files, Audio Files, documents and text files can be added to your Family Tree. Go to *FamilySearch.org* Help tap  then "Help Center" for step-by-step instructions.

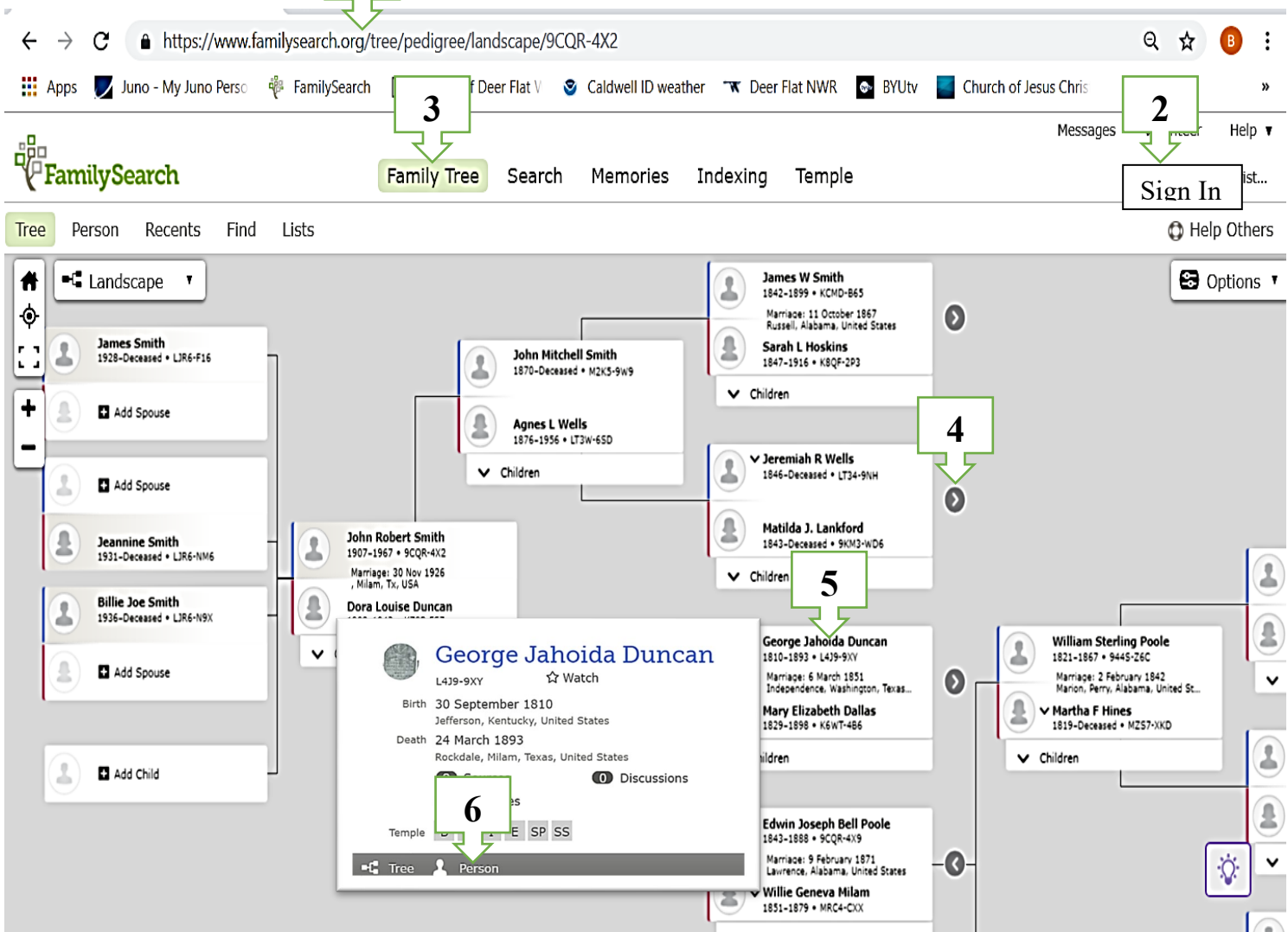
Temple and Family Search consultants have been called and trained by your ward to help you get started or answer FamilySearch questions. Go to "Help Center" to see who your ward consultants are.

QUICK START OVERVIEW

This Quick Start Guide provides a brief overview of the basic functions of FamilySearch Family Tree. For more detailed step-by-step instructions, consult a Family History Consultant.

Access and Navigate the Family Tree

1. Go to FamilySearch.org
2. Sign in.
3. Click the Family Tree tab, then "Tree."
4. Click  to expand a branch of the tree. Click in the gray area & hold, and then drag the tree in the direction you want.
5. Click a person's name to view his or her summary card.
6. Click "Person" to view his or her details page.



The screenshot displays the FamilySearch.org website interface. At the top, the browser address bar shows the URL <https://www.familysearch.org/tree/pedigree/landscape/9CQR-4X2>. The navigation bar includes tabs for Apps, Juno - My Juno Perso, FamilySearch, Deer Flat V, Caldwell ID weather, Deer Flat NWR, BYUtv, and Church of Jesus Chris. The main navigation menu features Family Tree, Search, Memories, Indexing, and Temple. The Family Tree tab is selected, and the "Tree" sub-tab is also selected. The interface shows a pedigree chart with several family members. A callout box for George Jahoida Duncan is open, showing his birth and death information. The callouts are numbered 1 through 6, corresponding to the steps in the overview.

Add a Person

1. Click Add Spouse in the appropriate box in the tree.
2. Fill in the Add Spouse form, and click “Next.”
3. Person found? Click “Select.”
4. Person not found? Click “Refine Search” or “Create Person.”

The screenshot shows the FamilySearch website interface. The 'Add Spouse' form is open, and the 'Children' list is visible. Numbered arrows indicate the steps:

1. Click Add Spouse in the appropriate box in the tree.
2. Fill in the Add Spouse form, and click “Next.”
3. Person found? Click “Select.”
4. Person not found? Click “Refine Search” or “Create Person.”
5. To add child, click on “Children” below the couple names and then click “Add Child.”

Add and Correct Information

1. On a person's details page, go to the appropriate section.
2. If necessary, click on the black arrow to expand the section.
3. To edit information, click "Edit." To add information, click "Add."
4. Type in the correct information.
5. Enter a reason why you feel your edited information is correct.
6. Click "Save." (not shown)

The screenshot shows a family tree profile page with the following sections and callouts:

- Life Sketch**: Contains a **+ Add** button. Callout 1 points to the **Vitals** section below it.
- Vitals**: A section header.
- Other Information**: A section header with a black arrow to its left. Callout 2 points to this arrow.
- + Add Information**: A button below the **Other Information** header.
- Alternate Name • Edit**: A link to edit the alternate name.
- Birth Name**: Labeled **James P Smith**. Callout 3 points to the **Edit** link.
- Alternate Name • Edit**: A link to edit the alternate name.
- Also Known As**: Labeled **John Pate Smith**. Callout 4 points to the **Edit** link.
- Residence • Edit**: A link to edit the residence.
- 1880**: The residence information.
- Reason This Information Is Correct:**: A text area for providing a reason. Callout 5 points to this area, which contains the text "James P. Smith in the 1880 United States Federal Census".
- Last Changed: May 6, 2017 by markwilliammander1**: A footer note.

Create and Attach New Sources

1. Go to the Sources tab at the top of a person's details page.
2. Click "Add Source."
3. Fill in the information fields, including why you are attaching the source.
4. Click in the box opposite "Add source to my Source Box."
5. Then click on "Save."

The screenshot shows the 'Sources' tab of a person's details page. The 'Sources' box is open, displaying the 'Add Source' form. Numbered callouts indicate the following steps:

- 1**: Click on the 'Sources' tab at the top of the details page.
- 2**: Click on the 'Add Source' button in the Sources box.
- 3**: Fill in the form fields: Source Title (Required), Web Page (Link to the Record), Where the Record Is Found (Citation), Describe the Record (Notes), Reason to Attach Source, and Select the Information or Events in this Source.
- 4**: Click the checkbox for 'Add Source to My Source Box'.
- 5**: Click the 'Save' button at the bottom of the form.

Attach Existing Sources From Source Box

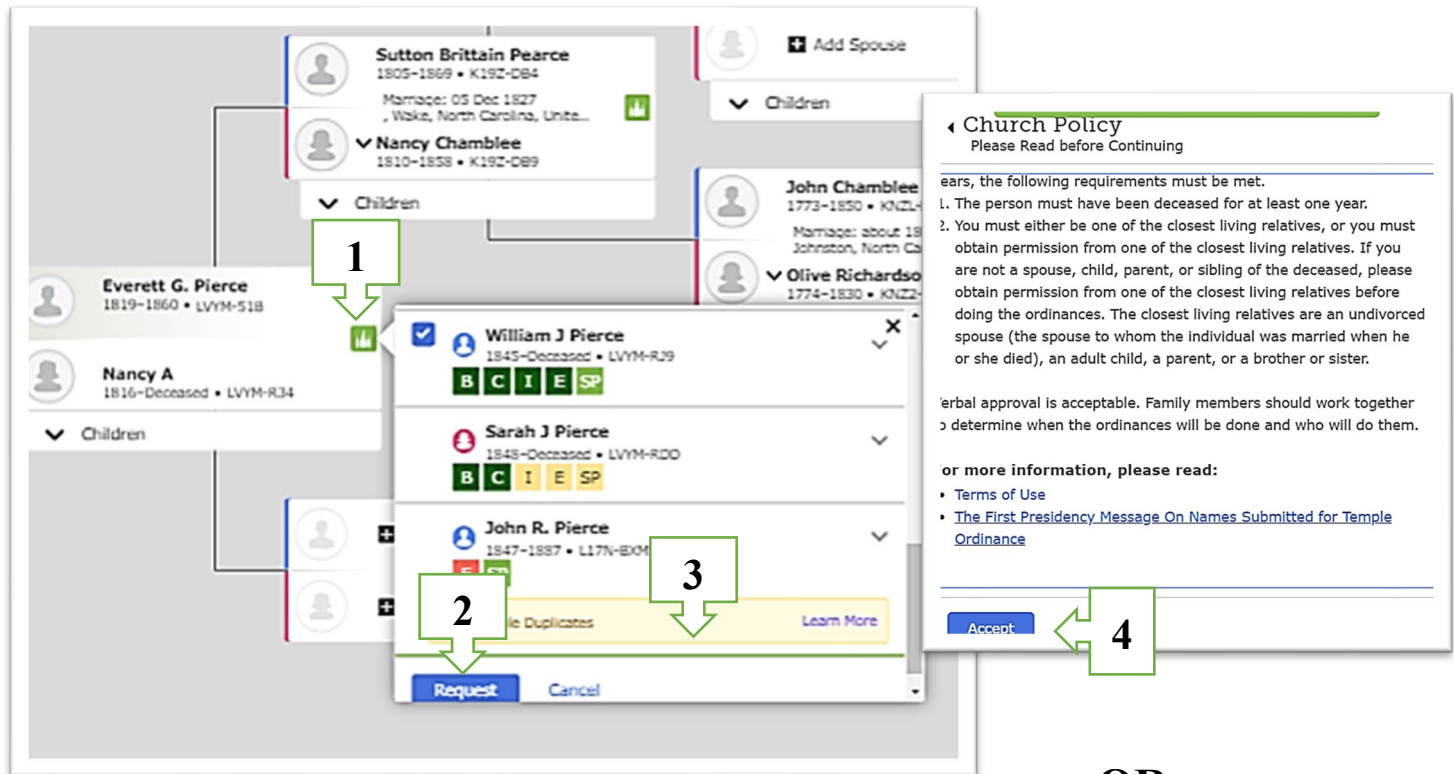
1. Go to Sources tab at the top of a person's details page.
2. Click "Attach from Source Box."
3. Choose the appropriate source link, and click "Attach."
4. Provide a reason, & click "Attach."

The screenshot shows the 'Sources' tab of a person's details page. The 'Attach from Source Box' process is illustrated with numbered callouts:

- 1**: Click on the 'Sources' tab at the top of the details page.
- 2**: Click on the 'Attach from Source Box' button in the Sources box.
- 3**: In the 'My Source Box' dialog, select a source (e.g., 'Claus Flying Koeferd, "MyHeritage Family Trees"') and click the 'Attach' button.
- 4**: In the 'Reason to Attach Source' dialog, provide a justification (e.g., 'This marriage record shows information about the marriage date and place.') and click the 'Attach' button.

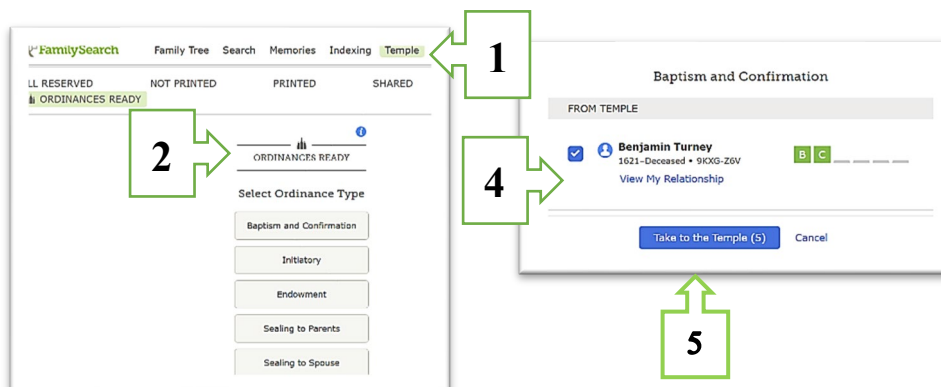
Prepare Names for Temple Ordinances

1. Click a Green Temple icon opposite a name on the family tree, and unselect any unwanted names.
2. Click “Request.”
3. Select the applicable permission options or resolve duplicates notice.
4. Confirm Policy Compliance. Click “Accept.”



OR

1. Click on “Temple” Tab
2. Choose “Ordinances Ready” & select type of ordinances you want to perform. (wait)
3. Click “Learn About _____” for each.
4. Unselect the ordinances you don’t want to include.
5. Click on “Take to the Temple” and follow print prompts.



Printing Family Name Cards

1. Click “Temple” tab.
2. Choose the people you want to print ordinance cards for by clicking the box left of the name.
3. Click “Print” & then choose “Print Family Name Cards.” Choose “Print an FOR” (Family Ordinance Request) if you want the temple to print your cards.
4. Choose which ordinances you want to perform, then click “Continue” and then follow printing prompts.

FamilySearch Family Tree Search Memories Indexing **Temple** Robert Cloyd Christ.

ALL RESERVED 44 NOT PRINTED 26 PRINTED 10 SHARED 6

ORDINANCES READY

Reservation Policy: Temple reservations, printed requests for ordinances, and printed family name cards are valid for 2 years from the date the reservations were reserved. [Click here to learn more.](#)

Filter: **Print** **Share** **Unreserve** Help Others LEGEND

(1)	NAME	ORDINANCES	DATE RESERVED
<input checked="" type="checkbox"/>	Johannes Jonasson Klar 1824–Deceased • KZDK-SQ2	<input checked="" type="checkbox"/> SS Sealing to Spouse	Reserv...:10 October 2018
<input type="checkbox"/>	William Jarvis 1817–Deceased • K8P2-8RS	<input type="checkbox"/> SS Sealing to Spouse	Res...:26 September 2018

Print Family Name Cards for the Temple
Select the ordinances you would like to print.

<input checked="" type="checkbox"/> Ordinances	Name
<input checked="" type="checkbox"/> SS Sealing to Spouse	Johannes Jonasson Klar KZDK-SQ2
	Lena Magnusdotter Patron 1816–Deceased • L118-6D4

No Printer: For those who cannot print, a 16-digit family ordinance request number will appear in the generated PDF. Write that number down and take it to the temple.

Continue Cancel